

 <p>Michigan Department of Human Services</p> <p><b>CSA</b></p> <p>Children's Services Administration Communication Issuance</p>	<b>Type:</b> <input checked="" type="checkbox"/> Informational Memorandum (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	<b>Issuance Date:</b> 04/29/13	<b>Obsolete Date:</b> n/a
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	<b>Log No.:</b> 13-060	
	<b>Contact:</b> Mary Somma; <a href="mailto:sommam@michigan.gov">sommam@michigan.gov</a> , 517-373-9171	
	<b>Originating Office:</b> BCW-Foster Care Program Office	
	<b>Subject/Title:</b> Pre-approval for Family Incentive Grant Fiscal Year Ending 2013	
	<b>Distribution:</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input checked="" type="checkbox"/> DHS Child Welfare Staff  <input checked="" type="checkbox"/> Private Agency Child Welfare Staff  <input checked="" type="checkbox"/> CSA Central Office Managers/Staff  <input checked="" type="checkbox"/> Native American Tribes  <input type="checkbox"/> Data Management  <input checked="" type="checkbox"/> DHS County Directors  <input type="checkbox"/> Adult Services Staff  <input type="checkbox"/> Other:         </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> BCAL  <input checked="" type="checkbox"/> CWTI  <input type="checkbox"/> SACWIS         </div> </div>	

Public Act 200 of 2012, Section 574(2) allocated \$375,000 to support family incentive grants to facilitate initial licensure of a foster home (recruitment) or licensure renewal for an existing foster family home (retention). Funds have been exhausted to a level requiring closer monitoring to decrease chance of overspending.

All expenditures, for which reimbursement is sought from the Family Incentive Grant (FIG), regardless of the amount, **must receive preapproval** from the DHS Foster Care (FC) Program Office. The prospective foster parent must be enrolled with the Bureau of Child and Adult Licensing (BCAL) at the time of the FIG request.

The effective date for this revised process is **May 1, 2013**. Reimbursements submitted from this date forward will not be processed without the required preapproval confirmation from this office.

### **Preapproval Request Process for Foster Home Improvements**

To request approval for an intended expenditure of any amount, submit an email to Mary Somma, [sommam@michigan.gov](mailto:sommam@michigan.gov) in the DHS Foster Care Program Office. The email must include the following:

- Identify the preapproval request in the subject line of the email with the foster family last name/DHS County Office or Private Agency/FIG Preapproval.
- Describe the intended expenditure (refer to [CI 12-151](#), FY 13 Family Incentive Grant for eligible home improvements items/services).
- Specify the licensing rule that is currently in non-compliance which will be rectified by the home improvement.
- Provide the exact cost of the eligible home improvement item.
- Provide the estimated cost of a home improvement service. If the estimated cost is over \$1,000, two estimates must be provided. Fax copies of estimates to 517-241-7047, to the attention of Mary Somma or scan and attach to the preapproval at the time the email is sent.
- Provide the full name of the relatives/foster family (if the family is a two parent household, include both names).
- Indicate if the foster family is a relative or unrelated licensed home.
- If the home is not licensed (relative or nonrelated) include the BCAL enrollment number.

- Specify the number of foster children currently placed in the home, each child's permanency goal and progress towards that goal.
- Provide the requestor name, agency, phone number and email address.

### **Confirmation from Foster Care Program Office**

The requestor will receive an email approving or denying the preapproval request. Expect up to a five business day turnaround on requests under \$300 for beds and \$500 for home improvements. Preapproval requests over \$300 for beds and over \$500 for home improvements require additional review and oversight and every effort will be made to respond within 7-10 business days.

### **Reimbursement Process**

The reimbursement process remains the same as outlined in prior communication issuances. Effective May 1, 2013, the email approval must be included with the required paperwork for reimbursement. For Wayne County DHS, submit preapproval requests to the Foster Care Program Office. Once approved by the Foster Care Program Office, Wayne DHS will receive an email approval and will process the respective reimbursement from the MAIN system.

The fiscal year 2013 Family Incentive Grant ends September 30, 2013. All DHS county offices and placement foster care agencies must submit the Payment Voucher (DHS-1582) and other required documents to the DHS Foster Care Program Office by 5:00 PM, October 4, 2013 for reimbursement. Vouchers with preapprovals submitted after October 4, 2013 may become accounts payable, which will cause significant delays in final FIG reimbursements.